

14 February 1984

MEMORANDUM FOR THE RECORD

SUBJECT: Visit to Brookings Institution

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1. On 26 January 1984, at the request of Ms. Barbara Littell of the Brookings Institution, [redacted] and I visited Brookings to discuss the possible change in schedule of the Brookings visits to the CIA Headquarters Building. In addition to those mentioned above, the following two Brookings officers also attended the session -- Walter Beach and A. Lee Fritschler.

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2. Since the inception of the Brookings visits to CIA several years ago, the regular schedule of events was lunch in the Executive Dining Room at 12 noon, followed by a briefing and question and answer period from 1 - 2 p.m. in the DCI Conference Room. Both facilities (EDR and Conference Room) accommodated the Brookings group of approximately 25 - 30 and the Agency representation which numbered 10 - 15.

3. The Agency was advised in December 1983 that the classes from Brookings would probably be larger in 1984, increasing as many as 10 to 15 per session. This increase would necessitate a larger Conference facility to handle more than the 44 capacity for the DCI Conference Room. In order to handle this number, we suggested to Brookings that we reverse the normal schedule and conduct the briefing first (12 noon - 1 p.m.) in our only available facility large enough to handle 50 or more persons (classroom 1A07, Headquarters Building) and then schedule the luncheon from 1 - 2 p.m. in the EDR. This proposed change caused great concern with the Brookings people, since it was a change from the successful way in which the program had always been conducted. We in OTE felt that the revised schedule should be tried when the numbers exceeded the Conference Room capacity. Brookings did not agree. Our meeting with them was an attempt to demonstrate the problems encountered with handling any group exceeding 44 with our limited Conference facilities. They understand our space problem but insisted that we stay with the current schedule of lunch first followed by the briefing.

4. In order to keep them reasonably happy, we agreed to keep the schedule as it is now but in the event their numbers exceed our Conference Room capacity, cut back on the number of Agency representatives who would attend the briefing. We would still plan to have Agency representatives at the luncheon (all parties felt that was important) and just limit the briefing to Brookings students plus Agency representatives not to exceed 44.

5. The meeting was cordial and we felt it was not prudent to push our recommendation. Brookings will advise us two weeks in advance of the number anticipated for each session.

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cc: Ex. Officer, DDA
C/LSD/OL
SPO/OTE